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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, PPS/TR  
 FROM : Chief, LETS/TR

DATE: 11 August 1955

SUBJECT: Weekly Activities Report

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A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ACTIVITIES

1. [ ] met with the Educational Advisor for Air Force personnel stationed at the Pentagon and discussed the planning and observed the procedures followed in programming "Operation Bootstrap" for individual applicants.

2. Thanks to the persistence of OTR Library personnel, we have now received most of the Army Regulations and Special Regulations on "Education and Training" requested last December. Information available in these regulations is of significant aid in fully answering many of the queries received on Army Schools and Joint Colleges.

3. We have forwarded to the Office of Communications a copy of a training schedule consolidated by the local C&P Telephone Plant School officials. Commo training interests, earlier expressed, can be partially met by offerings in Baltimore, Richmond and Lynchburg as well as in Washington. No further action will be taken until Commo reacts to the courses available and indicates a definite need.

4. Much assistance has been furnished recently by [ ] in considering our space needs in "I" and "R&S." A definite decision may be reached Friday when we confer with XO/TR.

5. One person from FDD is attending a five-month, full-time course in Russian at NSA.

6. 82 Agency employees are attending the SAIS Conference on South-east Asia, 8-11 August.

7. Language aptitude test and specially scheduled French proficiency test were administered to [ ] at the request of FE, prior to assigning suitable training. The training plans, however, had to be cancelled due to Mr. [ ] resignation from the Agency.

8. [ ] are attending the SAIS Conference on South-east Asia.

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